

## **(8) NASA MANAGEMENT OFFICE.**

**(a) MISSION:** The NASA Management Office (NMO) is the NASA Headquarters (HQ) on-site Government organization serving the functions of contract management and programmatic and institutional implementation oversight at NASA's contractor-operated Federally Funded Research and Development Center, the Jet Propulsion Laboratory (JPL), and of contract management and oversight at the Applied Physics Laboratory (APL).

**(b) OVERALL RESPONSIBILITIES.** The Director, NASA Management Office, reports to the Associate Administrator for Mission Support Directorate.

*(1)* Specifically the NMO Director:

*(a)* Provides strategic leadership and managerial supervision to the on-site NMO staff at JPL in Pasadena, CA, and APL in Laurel, MD. As the primary interface to the NASA HQ Mission Support Directorate, the NMO Director, implements strategic and tactical directives from NASA HQ, provides regular status briefings on programmatic and institutional activities, manages the NMO budget, and coordinates communication between NMO and the Mission and Mission Support Directorates. The Director ensures proper coordination of all the required operational functions associated with the management of the JPL and APL contracts (including operations at the overseas Deep Space Network facilities in Australia and Spain), and is the focal point for communication with upper management at the JPL and actively represents NASA in local outreach and educational events.

*(b)* Performs management functions for prime contracts for 1) the operation of JPL; 2) "Aerospace, Research, Development, and Engineering Support" with the APL; 3) the operation of the Deep Space Network Communication Complexes with the governments of Spain and Australia; and 4) other key activities in support of NASA missions.

*(c)* Serves as management coordinator and point of contact between JPL, APL, HQ, and other NASA entities with respect to environmental, health, safety, emergency preparedness, continuity of operations, and facilities maintenance and construction information.

*(d)* Provides asset management oversight function consisting of Logistics, Transportation, Real Property, Industrial Property and Property Disposal functions at JPL and APL as appropriate.

*(e)* Provides Agency implementation oversight functions for Freedom of Information Act, Records Management, and Privacy Act at JPL and APL.

*(f)* Provides Agency implementation oversight functions for the Technology Transfer, Small Business and Innovative Research, and Export Control compliance at the JPL and APL.

(g). Oversees the NASA environmental restoration CERCLA project which interacts programmatically with the NASA HQ Environmental Management Division.

(h) Manages legal services to encompass all aspects of NASA's resources at JPL and the administration of NASA's contracts with APL. The NMO attorneys provide specialized legal advice on new technology and invention reporting, Space Act Agreements, Economy Act Transactions, and innovative partnerships. The NMO Patent Counsel is also the point of contact for legal issues pertaining to protecting NASA's intellectual property as it relates to the JPL, the APL, and the Dryden Flight Research Center.

(i) Manages the Security Office for overseeing JPL's security program by advising JPL's Protective Services on the implementation of NASA policies and procedures that protect employees, property, and information.

(j) In concurrence with the AA for Mission Support Directorate, determines the appropriate staffing complement.

(c) **SPECIAL RELATIONSHIPS**. The Director, NMO:

(1) Serves as the direct interface between JPL management and the Associate Administrator for Mission Support Directorate, and the management of the Mission Directorates and their organizations sponsoring activities at JPL and APL.

(2) Serves as an invited attendee to the Program Management Council and is an extended member of the Mission Support Council.

(d) **LINE OF SUCCESSION**. In the following order: Technical Assistant for Program Management, Procurement Officer; and Chief Counsel.